



NHS


BIG TEA

Fundraising Guide

Your step-by-step guide to hosting a
tea-fuelled fundraiser to support our beloved NHS.



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NHS
CHARITIES
TOGETHER

'Par-tea' planning made simple

Thank you for choosing to host a fun filled tea party to raise money for your chosen NHS charity, but now what? Follow these simple steps and you'll have a tea-rific time.

1

Set up a JustGiving page

The easiest way to raise money at your event is by using an online fundraising page like JustGiving. All the money will be transferred to your chosen charity automatically, plus they'll collect the gift aid for you. Simple. Make sure you add a photo, an intro to explain what you're doing and why, and set yourself a fundraising target!

2

Pick a date

The nation will be awash with tea on 5 July, in celebration of the birthday of the NHS. If the 5 July doesn't work for you, select a date any time that week.

3

Invite your invi-teas!

Along with this guide, we've included a digital poster which you can print and put up at work or in your local community. If it's a private event, invite people by email, WhatsApp or social media.

4

Share your page

Share your online fundraising page at your party so people can donate, and why not share it with those who weren't able to make it so they can donate in lieu of attending?

Top Tip

A game like 'guess the number of tea bags in the jar' is a great way to add an extra splash of fundraising to your tea party. Charge £2 per guess, and closest wins a prize of your choice. Use the resource we've sent with this guide.



5

Plan your fundraising games

Along with this guide, we've included various fundraising game guides you can use at your tea parties to help boost your fundraising.

6

Prepare your decorations

Along with this guide, we've included some digital resources you can print and use to decorate your event. There's a tea pot centre piece, bunting and even food cards.

7

Stock up on tea

It's time to shop, bake and make. Sandwiches, scones, fruit and cake are all yummy tea-time treats, and of course, don't forget the tea!

8

Get your par-tea started!

Your tea tribe has arrived. Put the kettle on, pour the tea and turn your tea and cake into cash!

Top Tea Tip

We want everyone to see how much fun you had at your NHS Big Tea party, why not share photos from the day on social media using #NHSBigTea.

Top Tea Tip

Let your invi-teas know how much you raised with the thank you poster we've included. It's also a good excuse to ask those who weren't able to join, to give a donation.

After you've baked, brewed and poured, it's time to add up your fundraising and marvel at your achievement.

Pay in your money:

- If you've collected money through an online fundraising page like JustGiving, you won't need to do anything. All your tea-fuelled funds will be sent directly to your chosen NHS charity so you don't need to do anything else.
- If you collected money offline, please contact your chosen NHS charity for advice on how to pay this in.



Thank you

Your cuppas will change lives



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